**ADA Testing Accommodations**

**Process for Faculty to Seek Assistance from A&S**

**Faculty Responsibilities, ADA-based Testing Accommodations:**

1) If the student’s accommodation requires a reader, scribe, or assistive technology (e.g., screen-reader software), please contact [Access and Success](https://www.drake.edu/access-success/) (formerly Student Disability Services (515-271-1835 or 515-271-2917). The process detailed here refers only to proctored exam accommodations requiring extra time, reduced/low distraction testing space, and/or private testing space.

2) If needed, clarify specific student needs/accommodations with Access and Success. They will continue determining eligibility for accommodations, and helping students and faculty understand what an accommodation requires.

3) Provide ADA-based exam accommodations through personal/self or departmental resources, when available.

**Process to Request Assistance from the Dean’s Office:**

1) If personal or departmental resources are not available, please contact [natalie.bayer@drake.edu](mailto:natalie.bayer@drake.edu) with a completed A&S Exam Accommodations Assistance Form. The form is available on the back side of this document, and at: [http://www.drake.edu/artsci/facultystaffresources/forms/)](http://www.drake.edu/artsci/facultystaffresources/forms/) Requests for assistance must be received (at least) four business days prior to the requested need (there could be exceptions around midterms and final examination periods).

2) Once exam date and time are confirmed by [natalie.bayer@drake.edu](mailto:natalie.bayer@drake.edu), the faculty member should:

a) Submit either an electronic copy or arrange the submission of a hard copy of the exam to Natalie Bayer at least 24 hours prior to the exam. Any supplemental materials (Blue Book, scantron, etc.) should accompany the exam and request form.

b) All effort will be made to return the completed exam either electronically or in hard copy after the scheduled test time.

3) Once submitted, the exam and request form will not be available for edits.

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**ADA Exam Accommodations Assistance Form**

(to be completed by faculty member)

• College assistance is available when personal/faculty and departmental resources are not available.

• Complete and submit this form (as an attachment) to [natalie.bayer@drake.edu](mailto:natalie.bayer@drake.edu) **at least four business days prior to the requested need**. Separate forms must accompany each accommodation request.

• Natalie Bayer will confirm exam details with student and faculty member (via email).

• Attach a copy of this form (with confirmed date/time/location information) to the exam and email to [natalie.bayer@drake.edu](mailto:natalie.bayer@drake.edu) or drop both in the lockbox at FAC 268A, **at least 24 hours prior to the exam date/time**. Any supplemental materials (scantron, Blue Book, scrap paper, etc.) should be attached, as well.

**Who:**

Student name:

Student ID:

Professor name:

Professor email address:

Course (department, number, and title):

Length of time for standard test administration:

**Type of Accommodation Requested** (please check appropriate box):

**Time**:

Extended time, 1.5x

Extended time, 2.0x

No time extension requested (i.e., proctor should observe standard class/test administration time)

**Space**:

Reduced/low distraction testing space

Private testing space

No specific space request (i.e., standard exam-appropriate room)

**Specific Testing Options:**

Open book

Open note or ‘cheat sheet’

Write on exam

Use of additional/scrap paper (to be provided by faculty member)

Use of a Blue Book (or other exam book) (to be provided by faculty member)

Use of a Scantron (to be provided by faculty member)

Other (e.g., calculator, computer—faculty/student provides), specify:

**Time/Space Confirmed** (to be completed by college):

Date:

Time:

Space: